

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.25

May 29, 2009

SUBJECT: SERVICE OF LOS ANGELES CITY ATTORNEY SUBPOENAS VIA THE DEPARTMENT'S ELECTRONIC SUBPOENA SYSTEM

PURPOSE: This Order establishes the new procedure for the service and acknowledgement of all subpoenas issued to Department personnel by the Los Angeles Office of the City Attorney (CA). All subpoenas issued by the CA will be distributed to and acknowledged by employees via the Department's Electronic Subpoena and GroupWise Electronic Mail Systems (GroupWise).

PROCEDURE: The Los Angeles Office of the City Attorney will electronically forward all subpoenas to the Electronic Subpoena System. The subpoenas will then be automatically forwarded to the subpoenaed employee via GroupWise. The Subpoena Control Officer (SCO) will be able to monitor the subpoena service status by utilizing the Electronic Subpoena System. Department personnel shall follow the same procedures established in Special Order No. 32, titled Service of Los Angeles County District Attorney Subpoenas via the Department's Electronic Subpoena System, dated October 1, 2008.

Note: All future electronic subpoenas from other agencies (i.e., Parole, Traffic Court) will be distributed according to procedures established by Special Order No. 32, dated October 1, 2008.

AMENDMENTS: This Order amends Department Manual Sections 3/210.02, 3/210.10, 3/210.12, and 3/210.22.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

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